

APPLICATION FOR SPECIAL USE PERMIT

Requested dates for use of White River State Park cannot be confirmed until this signed application, certificate of insurance and **all fees** are received. All applications are subject to review by the White River State Park Development Commission staff. If the requirements of this application are met and a date confirmed, acknowledgment will be mailed within seven business days. If you have any questions regarding the application, please contact the White River State Park Development Commission Program Coordinator at (317) 233-2431.

Name of Event: _____

Name of Sponsoring Group: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Person: _____ Phone: _____

Fax: _____ E-mail: _____

Event Date: _____ Start Time: _____ End Time: _____

Setup Date: _____ Time: _____ Tear Down Date: _____ Time: _____

Projected Attendance: _____ Date of Application: _____

WHICH AREAS OF THE PARK ARE YOU REQUESTING FOR THIS EVENT?

Fees and deposits are required for each area reserved

Military Park _____ *Celebration Plaza Only* _____

(NOTE: another event may be scheduled at same time for the Amphitheater.)

Military Park (Shelterhouse only) _____ *Amphitheater Only* _____

(NOTE: another event may be scheduled at same time for the Celebration Plaza.)

Riverfront Pavilion _____ *Celebration Plaza/Amphitheater* _____

River Promenade _____ *Canal Walk (River to West Street)* _____

(West Street to 11th Street—Call Paula Whitney,

The Oval (not available until 9/13/03) _____ with the City, at 327-5823 to schedule.)

Old Washington Street Bridge _____ *The Lawn* (not available until 9/13/03) _____

Pumphouse Amphitheater _____

(not available until 9/13/03)

Other Area (please specify) _____

EVENT DESCRIPTION

- ◆ Is your organization a not-for-profit, government or for-profit entity? _____
- ◆ What types of activities are planned for this event? _____

- ◆
- ◆ Will tickets be sold? _____
- ◆ Each organization will be responsible for cleaning the site and removing all refuse from the area. The White River State Park provides one dumpster for event use. This container is capable of holding nine (9) cubic yards of material. All trash must be disposed of in the White River State Park dumpster or carried off Park premises. **Failure to do so will result in the reduction or loss of your security deposit. Overfill of Park dumpster will also result in loss of deposit.**
- ◆ Please detail your site clean-up plan: _____

- ◆ If applicable, please describe arrangements for security or traffic enforcement. _____

- ◆ What arrangements have been made for first aid and medical emergencies? _____

- ◆ What are your water and electrical needs for the event? _____

- ◆ Please describe the site plan of your event or attach a site map: _____

- ◆ Other Information: _____

ADDITIONAL INFORMATION

- ◆ **A Certificate of Insurance naming White River State Park Development Commission as certificate holder and additionally insured must accompany your event request form. (See page 5 for requirements)**
- ◆ Government agencies need to provide a statement of self-insurance.
- ◆ All food vendors participating in your event **must** have a copy of their Board of Health Permits available upon request (failure to do so will result in a fine by the Board of Health).
- ◆ Please check one:
 - ☐ Yes, alcohol will be sold.
 - ☐ No alcohol will not be sold or consumed.
 - ☐ Alcohol will be available for consumption but not for sale.

If alcohol is to be sold, a temporary permit must be obtained from the Alcoholic Beverage Commission (ABC) 15 days prior to your event. You may reach the ABC at 317-233-3940. Please be certain to check their regulations on alcohol sales.

- ◆ The event organizer is responsible for proving adequate restroom facilities for the event. Port-o-lets must be placed in designated areas. Please check with the White River State Park staff for more information.

White River State Park Rental Fee And Damage Deposit Schedule

Damage deposits and rental fees are required with submission of the Application for Special Use Permit to reserve a date for facility use.

*Checks should be made payable to **White River State Park Development Commission**.*

Rental Fees and Damage Deposits

There is a charge for using each of the following sections of the Park: Military Park & Shelterhouse, the Old Washington Street Bridge, the Riverfront Pavilion, and the East and West (when finished) Banks of the White River south of New York Street.

These rental fees and damage deposits are based on projected attendance for the above listed areas. If actual attendance falls below the number expected, the rental fee will not be reduced. The schedule below shows the daily rental fee and the daily damage deposit.

Rental Fees for Amphitheater and/or Celebration Plaza, the Lawn, the Oval and the Pumphouse Amphitheater

The rental fee for the Amphitheater or Celebration Plaza is \$1,000. The rental fee for both the Amphitheater and Celebration Plaza is \$1,500. The rental fee for the Lawn is \$3,000 and damage deposit is \$7,500. The rental fee for the Oval is \$750.00 and the damage deposit is \$2,000. Also, the rental fee for the Pumphouse Amphitheater is \$750.00 and the damage deposit is \$1,500. These fees are not based on attendance.

The Park will refund fees when cancellations are made at least 30 days before the event, less a \$50 processing fee. Cancellations made less than 30 days before the event will result in the forfeiture of the entire rental fee unless the Park can schedule a similarly sized event for the cancelled date.

Damage Deposit

The Park will return deposits within 30 days after the event. The Park will issue the refund if the rented area is in the same condition after the event as it was before the event. Otherwise, the Park will use the deposit (or a portion of it) to clean the Park and to repair any damage. Any remaining deposit will be returned after needed repair work is completed.

		DAILY RENTAL FEE		DAILY DAMAGE DEPOSIT		
Projected Attendance		For Profit	Not-for-Profit	Projected Attendance		
Minimum	Maximum			Minimum	Maximum	
1	100	\$ 100	\$ 75	1	100	\$ 150
101	200	\$ 150	\$ 100	101	200	\$ 300
201	500	\$ 300	\$ 200	201	500	\$ 750
501	1,000	\$ 500	\$ 300	501	1,000	\$ 1,500
1,001	5,000	\$ 750	\$ 500	1,001	5,000	\$ 2,250
5,001	10,000	\$1,000	\$ 750	5,001	10,000	\$ 3,750
10,001	50,000	\$1,500	\$1,000	10,001	50,000	\$ 7,500
Over	50,000	\$2,000	\$1,500	Over	50,000	\$10,000

Payment Dates

The application, rental fees, damage deposit and the Certificate of Insurance must be received before the event is officially scheduled on the Event's Calendar.

Parking

There is a charge for parking in the White River State Park garage. If you want to pay for your guests' parking or make other special arrangements, please contact the garage supervisor at (317) 234-0231.

Additional Fees and Deposits

- ◆ Set-up Fee: \$150 per day
- ◆ Tear down Fee: \$150 per day for any equipment/rental left on Park property. (This includes Sundays.)
- ◆ \$100 deposit per electrical box used in the amphitheater
- ◆ \$50 per hour rental for use of White River State Park conference room (available evenings and weekends only).

Reservations

The Park will accept reservations for calendar year 2004 events beginning August 1, 2003.

Caterer

Crystal Catering is the official caterer for the White River State Park Development Commission. Crystal must cater all events in the Park, Military Park excluded. Please call Crystal Sales Representative at 317-233-1186 to make catering arrangements.

White River State Park Development Commission
Standard Insurance Requirements for Special Use Permits

An application for a Special Use Permit must include a Certificate of Insurance naming the White River State Park Development Commission as certificate holder and additional insured, with coverage provided in the following types and amounts.

PUBLIC EVENTS must provide the following insurance:

- a. **Premises and operations Commercial General Liability:** \$1 million per occurrence and \$2 million aggregate.
- b. **Products Liability:** \$1 million per occurrence and \$2 million aggregate.
- c. **Personal and Advertising Injury:** \$1 million per occurrence and \$2 million aggregate.
- d. **Damage to Property of Others:** \$100,000
- e. **Medical Expense:** \$5,000 per person
- f. **Commercial Automobile Liability for Owned and Non-Owned Automobiles:** \$1 million combined single limit or per occurrence for bodily injury and property damage. Garage liability coverage may be required for persons operating parking areas.
- g. **Excess Liability and/or Umbrella Coverage:** Only as needed to bring amount of coverage for any of the above categories up to amount required.
- h. **Worker's Compensation:** For entities that purchase Worker's compensation insurance, the amounts per employee are \$100,000 per accident, Coverage B \$100,000 per disease, and Employer's Liability \$500,000 aggregate for all diseases. Indiana law requires firms to show proof of ability to pay injured workers, but firms can be self-insured. Partnerships and sole proprietors are not required to purchase Worker's Compensation Insurance.
- i. **Other Insurance:** The Commission or the Executive Director may require other insurance. Examples of other possible Insurance include Professional Liability/Errors and Omissions - \$100,000 per person and \$300,000 per occurrence, or for aircraft or watercraft.

PRIVATE EVENTS must provide the following insurance:

- a. **Personal Liability:** \$1 million per occurrence
- b. **Medical Expense:** \$5,000 per person
- c. **Excess Liability and/or Umbrella Coverage:** Only as needed to bring amount of coverage for any of the above categories up to amount required.

WHITE RIVER STATE PARK SPECIAL EVENT GUIDELINES

Thank you for considering White River State Park for your special event. We look forward to having you in the Park and ask that you follow these rules to ensure that your event goes smoothly and that Park resources are protected. *Failure to comply with these rules could result in the partial or total loss of your damage deposit.* Best wishes for a safe and successful event!

Walk-through

- No less than two weeks prior to date of your event, you are responsible for scheduling a “walk-through” of your event with Park maintenance staff and presenting a site plan, if applicable. The purpose of the walk-through is to make you completely aware of all Park guidelines and to answer any questions you may have.

Vehicles

- Park Staff does not allow vehicles on Park property (other than streets and parking areas) without prior written approval. Failure to comply with this guideline could result in a fine of each vehicle as follows: cars \$100.00 and trucks \$150.00.
- If permission is granted, a protective material must be placed under the vehicle to prevent staining and/or the contamination of Park grounds.
- Under no circumstances are vehicles allowed on Celebration Plaza.

Parking

- There is a fee to park in the White River State Park garage and on some of our surface lots. You may make arrangements to pre-pay for parking for your guests. For garage parking, contact the garage supervisor at 317-234-0231, or ask Park staff for other details.

Food and Drink

- **Crystal Catering is the official caterer of White River State Park.** Weekday events (Monday through Thursday) with more than \$1,000 gross sales of food and beverage services or weekend events (Friday through Sunday) with more than \$4,500 gross sales of food and beverage services must be catered by Crystal. **Events in Military Park are exempt from this policy.** The renting party must contact Jay DeGioia at Crystal Catering, 317-655-1572, to make all arrangements for catering services.
- Non-catered events serving food or beverages must place a protective material around serving areas to prevent staining and/or the contamination of Park grounds.
- Portable grills and cooking stoves are allowed **only** in Military Park. ***The dumping of hot coals or grease on Park property is not allowed!***

Trash Removal

- Please place all trash **in** a trash receptacle (not next to one). You are responsible for securing additional receptacles or having your trash hauled away if Park containers won't accommodate the needs for your event.

Port-O-Lets

- You are responsible for securing the appropriate number of port-o-lets for your event. They should be delivered at the latest date and time possible prior to your event and removed from Park property no more than 24 hours after your event ends.
- Port-o-lets are to be placed in designated areas or as approved by Park staff.
- If port-o-lets require hoses for a water source, the vendor must supply the hose.

To Help Protect the Animals at the Indianapolis Zoo

- Anyone planning fireworks at an event must first contact Mr. Paul Grayson at the Indianapolis Zoo, (317) 630-2054, for his written consent. **Please see attached Resolution 00-R-13 passed by the White River State Park Development Commission on 8/16/2000.**
- Helium balloons may **not** be released, as they could drift onto Zoo property and endanger the animals.

Please Read Carefully

I, a duly authorized representative of the applicant, hereby affirm that the submitted information is true and correct to the best of my knowledge. As such, I have been authorized by the applicant to apply for this permit and have read, understand and agree to comply with all rules concerning the use of White River State Park. The applicant agrees that while renting the Park, the applicant will not exclude anyone from participation in, deny anyone benefits of, or otherwise subject anyone to discrimination because of that person's race, color, sex, religion, creed, national origin or ancestry, age or handicap. Under this Special Use Permit, the applicant assumes all responsibility for proper conduct in the Park, including consumption of alcoholic beverages. The applicant agrees to hold the White River State Park Development Commission blameless and indemnify it against any liability arising out of the conduct of those persons participating in the special event described in this application.

Applicant: _____
(Organization requesting permit)

Signature of Applicant or Authorized Representative: _____
Date: _____

To reserve the date for your event please return (1) this application, (2) certificate of insurance, and (3) all fees as soon as possible to:

**White River State Park Development Commission
Special Events Department
801 West Washington Street
Indianapolis, IN 46204**